

Kansas Department for Aging and Disability Services  
**Board of Adult Care Home Administrators**  
**Meeting of March 13, 2015**

The Board of Adult Care Home Administrators met Friday, March 13, 2015 at 1:00 p.m. at the Department of Children and Families (DCF) Learning Center, 2600 SW East Circle Drive South, Topeka, Kansas.

<b>Members Present</b>	<b>Staff Present</b>	<b>Others Present</b>
Amy Hoch Altwegg	Steve Irwin	April Holman, KACE
Timothy Heston	Brenda Kroll	Erica Brown, KACE AIT
Kevin Bryant		Emily Filla KACE AIT
Steve Hatlestad		Brian Olbertz, KACE AIT
Robert Meissner		Diana Mason, AIT
K J Langlais		Teresa Keating, KACE
Noreen Fenton		Brandon John, KACE AIT
		Phyllis Kelly
		T. Ark, KACE AIT

**1. Call Meeting to Order**

Chair Hoch Altwegg called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:11p.m. then led introductions of members to new Consumer member, Noreen Fenton.

**2. Minutes of Meeting 01/30/2015**

Chair Hoch Altwegg called for comments/corrections to the minutes of the January 30, 2015 meeting of the Board.

ACTION: Robert Meissner moved to approve the minutes of the January 30, 2015 meeting as presented. The motion was seconded by Steve Hatlestad and carried

**3. CIC Report**

Kevin Bryant reported that no CIC meeting was held as there were no new cases.

**4. Reports**

**A. NAB Test Results**

Because there are still some outstanding NAB results for March, Brenda Kroll provided the NAB report for a partial first quarter of 2015. There were six test takers with five passing and one failing for a pass rate of 83.33%.

**B. Temporary License Report**

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2014 through February 28, 2015. It was noted that a total of 22 individuals held temporary licenses in that time period. Sixteen are in various stages of their AIT preparation, five are serving in interim roles and one is accumulating hours necessary for reinstatement of previous licensure.

**5. Letters of Exemplary Performance and Zero Deficiency Letters**

Steve Irwin read excerpts from zero deficiency letters to Jim Huxman, Pine Village, Moundridge, Kansas and to Albert Cocchetella, Avita Senior Living at Derby, Derby, Kansas.

6. **Sub-Committee Progress Report – Meeting of February 20, 2015**

Chair Hoch-Altwegg summarized the sub-committee meeting held February 20, 2015 to develop possible questions for a survey to be conducted in conjunction with the online license renewals. The full board reviewed the list of possible questions and made recommendations. Staff will work with the database providers to develop the survey prior to the 6/30/15 renewals.

7. **Public Comment**

April Holman, KACE Executive Director, reported that a group of KACE AITs were attending the BACHA meeting as part of their KACE *Day in Topeka* and asked each AIT to introduce themselves.

**Next Meeting**

The next meeting of the Board is scheduled to begin at 1:00 p.m., Friday, June 12, 2015.

**Adjourn**

The meeting of the Board of Adult Care Home Administrators adjourned at 2:24 p.m.